

**DIRECTOR, ENVIRONMENTAL HEALTH**  
(Executive Management)

**DEFINITION:**

To protect and promote the public health through environmental health and sanitation management, to perform related work.

**AUTHORITY:**

- (1) State of California, Health and Safety Code, Sections 1155.5 and 1155.6.
- (2) County of San Diego Administrative Code, Article LVII, Sections 891-899.

**EXAMPLES OF DUTIES:**

Plans, directs, organizes, coordinates, and evaluates the overall activities of the Department of Environmental Health consisting of regulating establishments involved in food production, public housing, public pools, drinking water systems, mobile home parks, sewage, solid waste disposal, hazardous materials, vector problems, occupational health issues for county employees, radiation control laws and noise abatement and control; directs the development and implementation of county-wide policies and procedures concerning departmental services; directs the development and implementation of departmental plans and programs and recommends appropriate changes; develops the department's annual budget and monitors revenue and expenditure transactions including annual submissions and reports to the Chief Administrative Officer, and State and Federal revenue sources; directs the implementation and evaluation of environmental health programs and services to ensure compliance with Federal, State, and local laws, rules and regulations; identifies operational problems and formulates appropriate solutions; represents the County and coordinates departmental activities with Federal and State agencies, elected officials, businesses, community organization and other public and private agencies, and organizations to effectively and efficiently achieve established departmental goals and objectives; evaluates new and emerging environmental health issues, trends, policies, regulations and laws; formulates policy and program recommendations in response to these issues; directs the preparation of various reports and correspondence and makes presentations to the Board of Supervisors and other legislative authorities; acts as the Environmental Health Officer and Noise Control Officer in San Diego County; directs the investigation and resolution of the more complex violations of environmental health law or regulation; and supervises subordinate staff.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Policy and procedures development and implementation related to a variety of environmental health issues, programs and services.
- Community resources available to implement and provide environmental health programs.
- Federal, state, and local laws, regulations, and codes related to environmental health protection, programs, and services.
- Public administration principles and theory including general administration, human resources management, fiscal management, and accounting.

- Supervision and training principles and practices.
- The General Management System in principle and practice.

**Skills and Abilities to:**

- Plan, organize, direct, and evaluate the overall activities of a multi-disciplinary staff involved in providing a variety of environmental health programs and services that protect and promote public health.
- Coordinate departmental services with other county departments and public or private agency.
- Ensure that departmental activities conform with federal, state, and local laws and regulations.
- Identify and resolve departmental operational problems.
- Prepare an annual budget and monitor revenues and expenditures.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the department's activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from governmental, industry, media and other agencies.

**EDUCATION/EXPERIENCE:**

Education, training, and/or experience which demonstrates possession of the knowledge, skills and abilities listed above.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

**License:**

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.

**Registration:**

The incumbent must be a registered Environmental Health Specialist in the State of California, as required by Section 541 of the State Health and Safety Code.